

County of Los Angeles
DEPARTMENT OF PUBLIC SOCIAL SERVICES

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August 16, 2005

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012

Dear Supervisors:

**RECOMMENDATION TO APPROVE OUT-OF-STATE TRAVEL EXPENSES FOR THE
COMMUNITY SERVICES BLOCK GRANT COMMUNITY ACTION BOARD TO
ATTEND THE 2005 NATIONAL COMMUNITY ACTION PARTNERSHIP
CONFERENCE ON AUGUST 30 – SEPTEMBER 2, 2005
(ALL DISTRICTS) (3 VOTES)**

IT IS RECOMMENDED THAT YOUR BOARD:

Approve the out-of-state travel expenses up to a maximum amount of \$5,237 for two (2) members of the Community Action Board (CAB) to attend the 2005 National Community Action Partnership Conference in New Orleans, Louisiana on August 30, 2005 to September 2, 2005.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The Community Services Block Grant (CSBG) program is administered by DPSS, which serves as a local Community Action Agency. The CAB serves as your Board's 15 member advisory body for this program, and was established by Board Order No. 107 on December 18, 1979. The CAB is a mandated oversight board under Federal law and generally oversees the implementation of the various social service poverty programs funded with the County's CSBG allocation. The CAB conducts public hearings and community needs assessments, evaluates program effectiveness, establishes program priorities and develops funding recommendations to be submitted to your Board.

The Honorable Board of Supervisors
August 16, 2005
Page 2

County Code Section 5.40.132 states that prior approval of CAB expenses to travel outside the state must be granted by your Board. DPSS became aware of this provision in County Ordinance after the County's CSBG Program was transferred to DPSS from the Department of Community and Senior Services (CSS) in April 2005. Prior to that, unaware of this provision in the County Code, CSS management had independently reviewed and approved CAB out-of-state travel expenses.

Each year, a National Community Action Partnership Conference is held and hosted by a state. These conferences are opportunities for a few selected County CAB members to educate themselves on CSBG funding, program and accountability issues. This year, the Bush Administration and House of Representatives have proposed severe reductions in Federal CSBG funding for Federal Fiscal Year (FFY) 2005-06. If enacted, these funding cuts would have a devastating impact on the level of CSBG services available in the County. This year's conference will be an important opportunity for our County CAB to be actively engaged in the development and implementation of national advocacy strategy to maintain Federal CSBG funding in an effort to preserve the County's current level of service.

Implementation of Strategic Plan Goals

The recommended actions are consistent with the principles of the Countywide Strategic Plan, Goal 5: Children and Families' Well-Being as measured by achievements in the five outcome areas adopted by your Board: good health; economic well-being; safety and survival; social and emotional well-being; and education/workforce readiness.

FISCAL IMPACT/FINANCING

The total estimated out-of-state travel expenses of \$5,237 (Attachment) will be funded with Federal CSBG funds. There is no impact on Net County Cost.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

County Code Section 5.40.132 specifies that CAB members' out-of-state travel expenses are to be funded with Federal CSBG funding.

The Honorable Board of Supervisors
August 16, 2005
Page 3

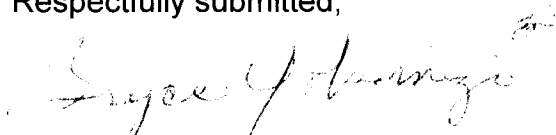
The State Department of Community Services and Development has confirmed that this out-of-state travel to attend the National Community Action Partnership Conference is an appropriate use of CSBG funds.

On February 11, 2005, the County Auditor Controller (A-C) submitted to your Board the results of his investigation into a series of allegations of CAB improprieties. None of the allegations specifically relate to CAB travel. However, the A-C report did recommend establishing stronger standards, criteria and accounting for travel expenditures.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

Approval of this recommendation will have no impact on current services or projects.

Respectfully submitted,



Bryce Yokomizo
Director

BY:pa

Attachment

c: Executive Officer, Board of Supervisors
 Chief Administrative Officer
 County Counsel
 Auditor-Controller
 Community Action Board

**Estimated Out-of-State Travel Expenses for the
2005 National Community Action Partnership Conference in
New Orleans on August 30 – September 2, 2005**

Expense	Estimated Amount
Conference Registration	\$1,100
Accommodations (4 nights)	\$1,507
Air Fare	\$2,000
Meals	\$ 580
Airport Shuttle	\$ 50
Grand Total	\$5,237

Note: All amounts are combined estimated costs for two Community Action Board members to attend the conference. The airfare amount is based on seven-day advance purchase, round-trip rate quotes obtained through DPSS' travel vendor.

Amounts for accommodations, meals and airport shuttle costs are based on maximum allowable daily reimbursements, per Auditor-Controller policy.